14 February 1977

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	MEMORANDUM FOR: DDI Records Management Officer	
STAT	FROM : OCR Records Management Officer	
STAT	SUBJECT : Proposed	
		-
	1. Paragraph 5.d. of the proposed Notice should be amplified and the phrase "convenience of reference" clarified. The Document Services Branch maintains the basic file of intelligence documents on behalf of the Agency as a central reference function. As part of this collection the temporary records received from non-CIA sources should be specifically exempted from the provisions of Further, administrative files contain courtesy copies of memoranda that are held for two or three years and then purged. I assume this can continue but the first instruction under Form 141C says that before destroying "any" record, an office custodian must follow the step-by-step procedures. If these procedures are taken at face value the number of forms to be processed will soon overwhelm the system. See attachment for a memorandum from the Chief, Information Services Group, OCR, containing comments and a proposed revision re paragraph 5.C.	STA
	2. In general the wording is too technical and the procedures too cumbersome for anyone outside of the Records Management Field. Most CIA employees to whom the Notice is directed in the first paragraph will not understand it. In its present form the Notice might be useful to unit records officers but a much simpler general policy for all employees is needed.	
	3. Paragraph 5 is not really a summary. Several elements and procedures are introduced and discussed for the first time, e.g., the role of the Senate Select Committee on intelligence and the House Select Committee on assassinations. Assuming approval of the Records Control Schedules the procedure outlined in paragraph 5.C. seems unnecessarily bureaucratic.	STAT

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Attachment: A/S

STA

11 February 1977

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· · · ·	MEMORANDUM FOR: Administrative Staff, OCR		
AT.	FROM : Chief Information Services Group, OCR	٠	
AT	SUBJECT : Proposed	. <u>.</u> .	
STAT	1. The wording of the last sentence in para 5 c is t loose and will be too hard to follow. I recommend replaci it with the statement:	oo ng	
	Offices may destroy other records provided that:	;	·
lied to this	(a) They have turned copies or originals over to the copies of all existing Privacy Act or FOIA requests.  (b) They have turned over to OGC the records of copies of records pertaining to all existing litigates		
Alilia de	(b) They have turned over to OGC the records of copies of records pertaining to all existing litigat or Justice Department investigations.		· .
	(c) They do not have a request from OGC, OLC or IPS not to destroy the records or the category of re		
	When in doubt about the propriety of destroying records, offices should complete and submit a Form 141C, Request for Authorization to Destroy Records in Office.	H	ozel Plu
	2. If the records people will not accept this chan need some other form of relief that will make it unnecess submit a form 141C everytime we weed some old junk out of biographic or organization files. There is no way I or a else can predict FOIA requests, Privacy requests, lawsuit investigations. I feel that the restrictions on destruct must be limited to the problems we know about at the time wish to purge files.	ge, I ~ ary to the nyone s or ion	Senj
			STAT
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